

ALERT!

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ALERT #87

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall
State Controller

DATE: October 13, 1995

SUBJECT: *Additional Information Required on the Fiscal Year 1995-1996 Statewide Travel Report*
Field Controller Assignments
COFRS Closing Dates
New Fiscal Rules Available Through Juniper Valley

Additional Information Required on the Fiscal Year 1995-1996 Statewide Travel Report

At the request of the General Assembly, the State Auditor's Office recently completed a statewide audit of practices and policies regarding the reimbursement of state employees personal vehicle mileage. That report recommended the State Controller begin collecting information on the number of miles reimbursed to state employees for private vehicle use by the two-wheel and four-wheel drive rates and further reporting that mileage as part of the Annual Travel Expense Report. This information won't be gathered for last year (FY 94-95) but will be gathered as part of the FY 95-96 report.

The audit report further recommended the Division of Accounts and Control provide guidance to agencies on collecting mileage data. The following guidance is offered:

The COFRS chart of accounts includes object of expenditure codes to facilitate the recording of personal vehicle mileage reimbursements at the time employees are reimbursed for such claims for business related travel. These object codes are currently being used, in varying degrees, by most state agencies to identify personal mileage reimbursements. These object codes can be used in combination with agency



defined sub-object codes to further identify two-wheel wheel and four-wheel drive rates. An example of this would be:

2513 object code: In State Personal Vehicle Reimbursement

2x sub-object code: Two-wheel Drive Rate or

4x sub-object code: Four-wheel Drive Rate

By using combinations such as this, the data can be extracted out of COFRS and included automatically on the annual report just like the current data. Dollars extracted could then be converted into miles. This would also eliminate the need for supporting an additional sub-system to accumulate the data and the effort to manually record the data on the report. There are four (4) object codes currently in COFRS which can be used to record personal vehicle mileage reimbursements:

2513 - In State Personal Vehicle Reimbursement;

2523 - In State Non-Employee Personal Vehicle Reimbursement;

2533 - Out State Personal Vehicle Reimbursement; and

2543 - Out-of-State Non-Employee Personal Vehicle Reimbursement.

Some agencies have chosen to capture the two-wheel and four-wheel drive mileage directly from the individual travel expense reports. This method, while somewhat duplicative, is highly accurate and may offer management information not otherwise available from the financial records.

Alternatively, agencies may develop internal systems in which to record and accumulate this data. However, this approach will then necessitate manual entries into the annual report.

As stated above, data on personal vehicle mileage reimbursements will be required on the fiscal year 95-96 report. Agencies must implement procedures or systems to provide this data.

You may call your Field Controller or Bob Goodnough, Travel Report Coordinator (303/866-3891) if you have any questions.

Field Controller Assignments

The Field Control Section of the Division of Accounts and Control has made two agency assignment changes effective October 1. Don Mildenberger will be working with Department of Corrections and Patti Akkola will be working with Department of Public Safety. If the Field Controller assigned to your agency is not available, please feel free to contact one of the assigned back up personnel or any other Field Controller. Attached to this alert are the new assignments.



COFRS Closing Dates

The following are COFRS month (period) end closing dates through June, 1996. Every attempt has been made to balance the need for timely financial reports and agency needs for time to analyze accounts to ensure an accurate close:

<u>Period</u>	<u>Month</u>	<u>Closing Date</u>
01	July	8/18/95
02	August	9/15/95
03	September	10/13/95
04	October	11/09/95
05	November	12/15/95
06	December	1/12/96
07	January	2/16/96
08	February	3/15/96
09	March	4/12/96
10	April	5/10/96
11	May	6/14/96
12	June (Prelim)	TBA
13	June (Final)	TBA

New Fiscal Rules Available Through Juniper Valley

Copies of the new State Fiscal Rules effective September 1, 1995 are available through Juniper Valley. The order number has been changed to 615-82-50-1005 due to a switch in their program. Orders submitted under the order number given in Alert #85 will also receive the new rules.

Attachments

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Agency /Department Name(s)

COFRS Agency
Code(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Will provide the State Controller's Office with the data related to personal vehicle mileage reimbursements as required by the State Auditor in the following manner: (Check one)

___ Will record appropriate expenses using COFRS object codes for personal mileage reimbursements (2513,2523,2533,2543) and the following sub-object codes for two-wheel and four-wheel rates, if needed:

_____ two-wheel drive rate sub-object code

_____ four-wheel drive rate sub-object code

___ Will develop an internal subsystem and procedures for recording and accumulating required data and will provide data to State Controller via a manual entry on the annual travel report worksheet.

Agency/Department Fiscal Officer

Date

RETURN TO: Bob Goodnough
 Field Control Section
 Division of Accounts and Control
 1525 Sherman Street, Room 250
 Denver, CO 80203

RETURN BY: November 15, 1995

